

SOUTHERN CALIFORNIA



## ASSOCIATION of GOVERNMENTS

### Main Office

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[www.scag.ca.gov](http://www.scag.ca.gov)

**Officers:** President: Gary Dvitt, San Bernardino County  
First Vice President: Richard Dixon, Lake Forest  
Second Vice President: Harry Baldwin, San Gabriel  
Immediate Past President: Yvonne B. Burke, Los Angeles County

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**Orange County:** Chris Norby, Orange County • Christine Barnes, La Palma • John Beauman, Brea • Lou Bone, Tustin • Debbie Cook, Huntington Beach • Leslie Daigle, Newport Beach • Richard Dixon, Lake Forest • Troy Edgar, Los Alamitos • Paul Glazab, Laguna Niguel • Robert Hernandez, Anaheim • Sharon Quirk, Fullerton

**Riverside County:** Jeff Stone, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

**San Bernardino County:** Gary Dvitt, San Bernardino County • Lawrence Dale, Rancho • Paul Eaton, Montclair • Lee Ann Garcia, Grand Terrace • Tim Jasper, Town of Apple Valley • Larry McCallion, Highland • Deborah Robertson, Rialto • Alan Wagner, Ontario

**Ventura County:** Linda Parks, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

**Tribal Government Representative:** Andrew Masiel, Sr., Pechanga Band of Luiseño Indians

**Orange County Transportation Authority:** Art Brown, Buena Park

**Riverside County Transportation Commission:** Robin Lowe, Hemet

**San Bernardino Associated Governments:** Paul Leon

**Ventura County Transportation Commission:** Keith Millhouse, Moorpark

10/24/07

## MEETING OF THE

# ADMINISTRATION COMMITTEE

***Please Note: The Budget Workshop has been rescheduled for December 2007.***

## **PLEASE NOTE CHANGE IN TIME**

**Thursday, November 1, 2007**

**9:00 a.m. – 9:30 a.m.**

## SCAG Offices

**818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Conference Room San Bernardino  
Los Angeles, CA 90017  
213.236.1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Carmen Summers at 213.236.1984 or [summers@scag.ca.gov](mailto:summers@scag.ca.gov)

Agendas and Minutes for the Administration Committee are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

## Administration Committee Membership

*Loveridge, Ronald, **Chair***  
*Edney, Jon, **Vice Chair***

*Riverside*  
*El Centro*

*Riverside County*  
*CEHD*

<b>Member</b>	<b>Representing</b>	<b>Affiliation</b>
Aldinger, Jim	Manhattan Beach	SBCCOG
Baldwin, Harry	San Gabriel	TCC
Burke, Yvonne	Los Angeles	President
Clark, Margaret	Rosemead	EEC
Dixon, Richard	Lake Forest	Officer
Lowenthal, Bonnie	Long Beach	TCC
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians	Appointed
McCallon, Larry	Highland	CEHD
Nowatka, Paul	Torrance	Appointed
O'Connor, Pam	Santa Monica	Appointed
Ovitt, Gary	San Bernardino	Officer
Parks, Bernard	Los Angeles	Appointed
Pettis, Greg	Cathedral City	CVAG
Roberts, Ron	Temecula	WRCOG
Wapner, Alan	Ontario	SANBAG
Washburn, Dennis	Calabasas	EEC
Young, Toni,	Port Hueneme	VCOG

*Last Update 9/11/07*

# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

*"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."*

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Ron  
Loveridge, Chair

2.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

3.0 REVIEW and PRIORITIZE AGENDA ITEMS

4.0 FY08-09 BUDGET WORKSHOP \*\* HAS BEEN RESCHEDULED \*\*

1

5.0 CONSENT CALENDAR

5.1 Approval Items

5.1.1 Minutes of October 4, 2007 Meeting Attachment

2

5.1.2 Approval to use SCAG TDA funds to Reimburse FY06-07 Consultant Expenditures Attachment

8

5.1.3 SCAG Conflict of Interest Code Amendment Attachment

9

5.1.4 Resolution 07-491-1 for FY07-08 Overall Work Program Amendment 2 Attachment

16

5.0 CONSENT CALENDAR-Continued

# ADMINISTRATION COMMITTEE

## AGENDA

	PAGE #	TIME
<b>5.0 <u>CONSENT CALENDAR-Continued</u></b>		
5.1.5 <u>SCAG Regional Transit Conference</u> <b>Attachment</b>	17	
5.1.6 <u>MOU with Metro Gold Line</u> <u>Foothill Extension Construction Authority</u> <b>Attachment</b>	18	
5.1.7 <u>International Conference on Hinterland</u> <u>Development and Strategies of the</u> <u>Pyeongtaek Port, Korea</u> <b>Attachment</b>	19	
<b>5.2 <u>Receive &amp; File</u></b>		
5.2.1 <u>Contracts/Purchase Orders and</u> <u>MOUs between \$5,000 - \$250,000</u> <b>Attachment</b>	21	
<b>6.0 <u>INFORMATION ITEMS</u></b>		
6.1 <u>CFO Monthly Financial Report</u> <b>Attachment</b>	Wayne Moore, CFO	34 5 minutes
6.2 <u>Reactivation of Contracts Committee</u> <b>Attachment</b>	Wayne Moore, CFO	38 5 minutes

# ADMINISTRATION COMMITTEE

## AGENDA

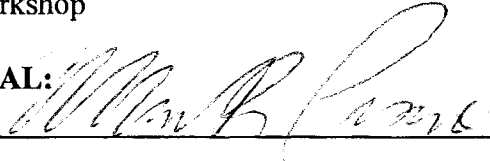
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		PAGE #	TIME
7.0	<u>AUDIT COMMITTEE REPORT</u>	Hon. Paul Nowatka, Chair	5 minutes
8.0	<u>COMMUNICATIONS &amp; MEMBERSHIP REPORT</u>	Hon. Glen Becerra, Chair	5 minutes
9.0	<u>DISTRICT EVALUATIONS REPORT</u>	Wayne Moore, CFO	5 minutes
10.0	<u>PERSONNEL COMMITTEE REPORT</u>	Hon. Richard Dixon, Chair	5 minutes
11.0	<u>STAFF REPORT</u>		
12.0	<u>FUTURE AGENDA ITEMS</u>		
	Any Committee member or staff desiring to place items on a future agenda may make such a request.		
13.0	<u>ANNOUNCEMENTS</u>		
14.0	<u>ADJOURNMENT</u>		
	The next meeting of the Administration Committee will be held on Thursday, December 6, 2007 at the SCAG offices in downtown Los Angeles.		

# REPORT

**DATE:** November 1, 2007  
**TO:** Administration Committee  
Regional Council  
**FROM:** Wayne Moore, CFO, [moore@scag.ca.gov](mailto:moore@scag.ca.gov), 213.236.1804  
**SUBJECT:** FY 2008-2009 Budget Workshop

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Review the Fiscal Year 2008-2009 Budget Priorities and Outcomes.

**BACKGROUND:**

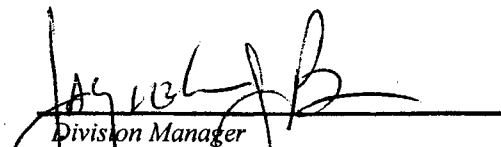
The purpose of this workshop is to obtain Regional Council approval of the Fiscal Year 2008-2009 priorities and outcomes prior to development of the Fiscal Year 2008-2009 Comprehensive Budget. The Comprehensive Budget includes SCAG's Overall Work Program (OWP), along with the General Fund and Indirect Cost budgets.

During the workshop, staff will review mandated work programs, other regional priorities, and associated support services.

**FISCAL IMPACT:**

There is no fiscal impact associated with the budget workshop.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
ADMINISTRATION COMMITTEE  
October 4, 2007

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**MINUTES**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG Offices, Downtown Los Angeles, CA. There was a quorum.

**Members Present**

Aldinger, Jim	Manhattan Beach
Baldwin, Harry	City of San Gabriel
Burke, Yvonne	County of Los Angeles
Clark, Margaret	City of Rosemead
Dixon, Richard	City of Lake Forest
Loveridge, Ronald ( <b>Chair</b> )	City of Riverside
McCallon, Larry	City of Highland
Nowatka, Paul	City of Torrance
Ovitt, Gary	County of San Bernardino
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Wapner, Alan	City of Ontario
Young, Toni	City of Port Hueneme

**Members Not Present**

Edney, Jon ( <b>Vice Chair</b> )	City of El Centro
Lowenthal, Bonnie	City of Long Beach
Masiel, Andrew	Pechanga Band of Luiseno Mission Indians
O'Connor, Pam	City of Santa Monica
Parks, Bernard	Los Angeles
Washburn, Dennis	City of Calabasas

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Ronald Loveridge, Chair, City of Riverside, called the meeting to order at 8:30 a.m.

**2.0 PUBLIC COMMENT PERIOD**

There were no public comments.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

No agenda items were reprioritized.

#### **4.0 CONSENT CALENDAR**

##### **4.1 Approval Items**

4.1.1 Minutes of August 30, 2007 Meeting

4.1.2 Contracts over \$250,000

##### **4.2 Receive & File**

4.2.1 Contracts/Purchase Orders and  
MOUs between \$5,000 - \$250,000

*Motion was made (Young) to approve the consent calendar. Motion was seconded (Pettis) and unanimously approved.*

#### **5.0 ACTION ITEMS**

##### **5.1 Sponsorship of the 2007 Mobility 21 Transportation Summit**

Sylvia Patsaouras, Acting Director, Government & Public Affairs gave a brief summary of the November 5<sup>th</sup> Mobility 21 Summit and requested the Committee to authorize \$2,500 from the FY07-08 General Fund Budget project reserve to sponsor the event.

Hon. Toni Young asked if the Summit was already included in the budget. It was confirmed that it is included under the sponsorship portion.

Hon. Loveridge, Chair requested invitations for up to 10 Regional Council members. Wayne Moore and Ms. Patsaouras will make the arrangements for the additional attendees to attend the Summit.

*Motion was made by (Young) to approve authorization. Motion was seconded (McCallon) and unanimously approved.*

##### **5.2 Amend C2 Group, LLC Contract**

Staff requested the authority to expend \$10,000 from the FY07-08 general fund project reserve budget to fund the contract amendment 1 with C2 Group, LLC (C2), SCAG's federal lobbyist.



*Motion was made by (Young) to approve as recommended. Motion was seconded (Burke) and unanimously approved.*

## **6.0 INFORMATION ITEMS**

### **6.1 CFO Monthly Financial Report for August 2007**

Wayne Moore, CFO provided an overview and highlights of the Accounting, Budget & Grants, Contracts and Business Operations departments for the month of August. Referencing the pending furniture inventory and furniture replacement plan process going forward in the Business Operations department, Hon. Wapner inquired why SCAG was replacing furniture given the pending lease expiration and decentralization issues. Mr. Moore responded that only the conference room furniture which needs to be updated would be replaced at this time. The inventory would continue to determine what future purchases may be required.

## **7.0 SUBCOMMITTEE REPORTS**

Wayne Moore discussed the need for the Administration Committee to review its subcommittee structure for further clarification on the roles, responsibilities and purpose of these subcommittees as directed by President Ovitt.

Handouts of the Audit Committee Charter were distributed to the Administration Committee members as a model for how to document the subcommittee responsibilities. Hon Young suggested that each subcommittee Chair draft a sample Charter and report back to the Administration Committee.

Hon. Harry Baldwin stated that the Communications and Membership Subcommittee met and recommended that their subcommittee report directly to the Regional Council, instead of the Administration Committee.

Joann Africa, Deputy Legal Counsel updated the Administration Committee on the status of the District Evaluations Subcommittee. Under the SCAG Bylaws, the Regional Council is required to evaluate the district boundaries every five years. The District Evaluations subcommittee was set up to review these issues and would make recommendations to the Administration Committee and Regional Council. Ms. Africa stated that this particular subcommittee has been dormant but needed to be revived given the provisions in the Bylaws. She noted that the previous make-up of the committee included a representative from each of the six counties within SCAG, and assuming we followed the same make-up, there are vacancies within the subcommittee to represent the counties of Los Angeles, San Bernardino, Ventura and Imperial. She indicated Councilmen Dixon and Pettis had previously indicated their interest to remain on the subcommittee. Hon. Loveridge, Chair, noted that although the President makes the appointments, the Administration Committee can also recommend appointments.

The following members volunteered to represent the counties with vacancies on the District Evaluation Subcommittee:

Hon. McCallon: representing *San Bernardino County*

Hon. Young: representing *Ventura County*

Hon. Clark: representing *Los Angeles County*.

Staff also indicated that they would ask the Hon. Jon Edney if he would be interested in representing Imperial County on this subcommittee.

The Administration Committee will present for appointment by the President the representatives mentioned above at the next Regional Council meeting.

Ms. Africa also indicated that under the Bylaws, a subregional organization can also make recommendations to the Regional Council regarding districts and that their input would be considered as part of the evaluation. Finally, she noted that the subcommittee would address an outstanding request by the Hon. Pettis to add the district within the Coachella Valley area of Riverside County.

The Administration Committee recommended that the District Evaluation Subcommittee begin to discuss these issues before the end of this calendar year.

Wayne Moore provided a brief summary of the Strategic Plan Implementation Task Force. The taskforce was responsible for the development of the 10-year Strategic Plan. One requirement of the plan is an annual review of the staff's progress in implementation of the strategic plan's objectives and goals. The annual review is due at the beginning of the fiscal year.

Hon. Young suggested that the taskforce annual review be a function of the Administration Committee and not a separate committee function.

Hon. Dixon suggested that the Personnel Subcommittee be placed on the Administration Committee as well based on the infrequency of their meetings.

The Administration Committee also noted that the 2007-2008 SCAG Regional Council Committees and Taskforce Organization Chart should be revised to include the Investment Subcommittee.

Hon. Loveridge requested that each subcommittee meet with their members and staff and submit a report or draft sample charter to the next Administration Committee meeting in November.

**8.0     STAFF REPORT**

Wayne Moore requested a budget workshop to discuss the priorities and outcome objectives for next year's work program (FY08-09). The workshop is scheduled for November 1, 2007 at 8:00 am as part of the Administration Committee meeting.

**9.0     FUTURE AGENDA ITEMS**

None

**10.0    ANNOUNCEMENTS**

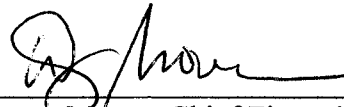
1. Hon. McCallon announced the WiFi seminar for members and City Managers being held at the Westin Bonaventure on Nov. 8, 2007.

2. The Inaugural class of the Regional Leadership academy was invited to a brief meeting with Richard Callahan following the Regional Council meeting today.

**11.0    ADJOURNMENT**

Hon. Ronald Loveridge, Chair, adjourned the meeting at 9:00 a.m.

Minutes Approved by:



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Wayne Moore, Chief Financial Officer  
Staff to the Administration Committee

# ADMINISTRATION COMMITTEE ATTENDANCE REPORT

2007

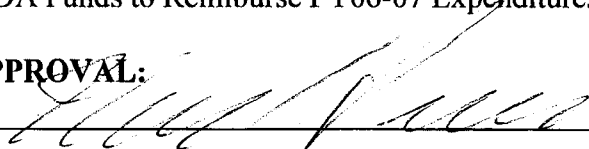
Member (including Ex-Officio) LastName, FirstName	Representing	X = County Represented						X = Attended				= No Meeting				NM = New Member			
		IC	LA	OC	RC	SB	VC	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Aldinger, Jim*	Manhattan Beach		X					X							X		X		
Baldwin, Harry*	San Gabriel		X					X	X		X		X	X	X		X		
Burke, Yvonne*	Los Angeles County		X					X	X		X		X	X	X		X		
Clark, Margaret*	Rosemead		X					X			X		X	X	X		X		
Dixon, Richard*	Lake Forest			X				X			X		X	X	X		X		
Edney, Jon* Vice Chair	El Centro	X						X	X	X	X		X	X	X				
Loveridge, Ronald, Chair*	Riverside				X			X	X	X		X	X	X	X		X		
Lowenthal, Bonnie	Long Beach		X																
Masiel, Andrew*	T.A.S.I.N.					X				X	X								
McCallon, Larry*	Highland					X		X	X	X		X	X	X	X		X		
Nowatka, Paul*	Torrance		X					X	X	X	X	X		X	X		X		
O'Connor, Pam*	Santa Monica		X																
Ovitt, Gary*	San Bernardino County					X			X		X	X	X	X	X		X		
Parks, Bernard*	Los Angeles		X					X						X	X				
Pettis, Gregory*	Cathedral City				X			X	X	X	X						X		
Roberts, Ron*	Temecula				X			X			X		X	X	X		X		
Wapner, Alan*	Ontario					X			X	X	X	X	X	X	X		X		
Washburn, Dennis*	Calabasas		X					X	X	X	X		X						
Young, Toni *	Port Hueneme						X		X	X	X	X		X	X		X		
Totals		1	9	1	3	4	1												

\* Regional Council Member

# REPORT

**DATE:** November 1, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Wayne Moore, CFO, [moore@scag.ca.gov](mailto:moore@scag.ca.gov), 213.236.1804  
**SUBJECT:** Approval to Use TDA Funds to Reimburse FY06-07 Expenditures

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve using TDA funds to reimburse FY06-07 Expenditures.

**BACKGROUND:**

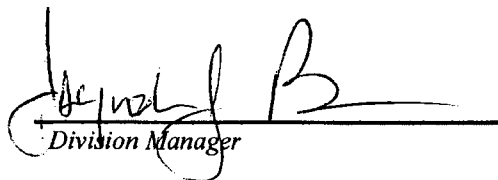
At the end of every fiscal year, SCAG closes its financial records for the year and prepares a Record of Expenditures (ROE) to be sent to our funding partners, Caltrans and FHWA/FTA. As part of the financial closeout activities, all invoices for FY06-07 expenditures must be received by SCAG's Accounts Payable by July 31<sup>st</sup> in order to meet the August 30<sup>th</sup> processing deadline for reimbursement from our Consolidated Planning Grant (CPG). If the July 31<sup>st</sup> deadline is missed, the invoice cannot be paid with CPG funds budgeted in the fiscal year and must be paid with other funds.

Two invoices, received prior to the July 31<sup>st</sup> deadline, were held for internal reviews and were not processed for CPG grant reimbursement. They have been approved for payment, however, no funds are budgeted to pay the invoices. Consequently, we are requesting an amendment to the FY07-08 budget to use TDA funds to pay these invoices. One consultant invoice was held by the project manager for review and one invoice was held by project accounting pending an audit outcome.

**FISCAL IMPACT:**

Approval will result in an amendment to the FY07-08 comprehensive budget to add \$51,818 in TDA funds, available in the TDA fund balance.

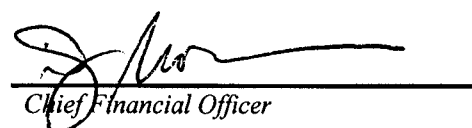
Reviewed by:

  
Division Manager

Reviewed by:

\_\_\_\_\_  
Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT


**DATE:** November 1, 2007

**TO:** Regional Council  
Administration Committee

**FROM:** Justine Block, Deputy Legal Counsel  
(213)236-1920; [Block@scag.ca.gov](mailto:Block@scag.ca.gov)

**SUBJECT:** Proposed Amendments to the SCAG Conflict of Interest Code

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

**Administration Committee:** Recommend that the Regional Council approve release of the attached, proposed amendments to the SCAG Conflict of Interest Code for a 45-day comment period.

**Regional Council:** Approve release of the attached, proposed amendments to the SCAG Conflict of Interest Code for a 45-day comment period.

## BACKGROUND:

Pursuant to the state Political Reform Act, Cal. Gov. Code §§81000 et seq., the Southern California Association of Governments (SCAG) is required to periodically review its Conflict of Interest Code (Code) and determine whether the Code must be amended. All public officials holding designated positions on the Code are required to file annual statement of economic interest forms (Form 700) to disclose certain investments, income, interests in real property and business positions.

SCAG legal counsel has reviewed the agency's current Code, and determined that substantive amendments to the Code are required. These amendments (a strikeout version is attached) would primarily add new designated filers that make or participate in making governmental decisions; delete positions that no longer exist at SCAG; and add one new disclosure category.

Specifically, legal staff recommends adding voting members of the Policy Committees (TCC, EEC, and CEHD Committees) to the Code, since the Policy Committees make policy recommendations to the Regional Council on matters within each respective committee's jurisdiction, pursuant to authority provided under the SCAG Bylaws, Article V-A(7)(a); and thus make governmental decisions under applicable Fair Political Practices Commission regulations and guidance.

Furthermore, these amendments would add to the Code all positions in the agency that have "Manager" in the title, and add the position of Business Operations Supervisor, based on current job classification information provided by the Human Resources staff. Finally, the Code amendments would add a new disclosure category narrowly tailored to apply to the newly added Business Operations Supervisor position.

# REPORT

Upon approval of the Regional Council to release the proposed amendments to the Code, SCAG legal counsel would prepare a Notice of Intention to Amend a Conflict of Interest Code, and commence the required 45-day written comment period. Then, the next steps would be to address any comments that are submitted, and bring forth the Code for final approval by the Regional Council at its January meeting.

## FISCAL IMPACT:

Legal staff costs associated with this matter are captured in Work Element Number 08-880.SCGS1.

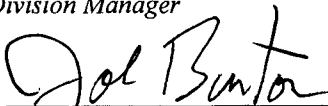
## Attachments:

- 1) "Conflict of Interest Code of the Southern California Association of Governments," with the attached **strikeout (redlined) version of the Appendix, "Proposed Amendments to the Conflict of Interest Code of the Southern California Association of Governments;"** and
- 2) "Explanations of Proposed Substantive Amendments to the Conflict of Interest Code of the Southern California Association of Governments."

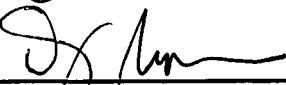
Reviewed by:

\_\_\_\_\_  
*Division Manager*

Reviewed by:

  
\_\_\_\_\_  
*Department Director*

Reviewed by:

  
\_\_\_\_\_  
*Chief Financial Officer*

## **CONFLICT OF INTEREST CODE OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

The Political Reform Act, Cal. Govt. Code §§81000 et seq., requires state and local governments to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 C.C.R. §18730, which contains the terms of a standard conflict of interest code, and which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 C.C.R. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Southern California Association of Governments.

Upon receipt of the statements of economic interests of the General Assembly members, Regional Council members, Policy Committee members, and the Executive Director, the agency shall make and retain a copy and forward the original of these statements to the Fair Political Practices Commission.

All other designated officials shall file their statements of economic interests with the Southern California Association of Governments, which will then make the statements available for public inspection and reproduction under Cal. Gov. Code §81008, and will retain the original of these statements.



**PROPOSED AMENDMENTS TO THE CONFLICT OF INTEREST CODE OF THE  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

**Appendix**

<b>Designated Employee Officials</b>	<b>Disclosure</b>
General Assembly Members	1
Regional Council Members	
<b>Policy Committee on Transportation and Communications (TCC) Members*</b>	
<b>Policy Committee on Energy and Environment (EEC) Members*</b>	
<b>Policy Committee on Community, Economic and Human Development (CEHD) Members*</b>	
Executive Director	1
Deputy Executive Director	
Chief Financial Officer	
Chief Counsel/ Director of Legal Services	
Deputy Legal Counsel	
<b>Director of Government and Public Affairs</b>	
Director of Planning and Policy	
Director of Information Services	
General Counsel	
<del><b>Manager of Finance</b></del>	
Internal Auditor	1
<del><b>Manager of Government and Public Affairs</b></del>	
<del><b>Manager of Special Projects</b></del>	
<del><b>Supervising Human Resources Officer</b></del>	
<b>Manager of Accounting</b>	
<b>Manager of Budgets &amp; Grants</b>	
<b>Manager of Contracts</b>	
<b>Manager of Human Resources</b>	
<b>Manager of Community Development</b>	
<b>Manager of Environmental Planning</b>	
<b>Manager of Transportation Planning/Programming</b>	
<b>Manager of Legislative Affairs</b>	
<b>Manager of Member Relations</b>	
<b>Manager of Communications</b>	
<b>Manager of Program Development and Evaluation</b>	
<b>Manager of Data and GIS</b>	
<b>Manager of Information Technology</b>	
<b>Manager of Modeling</b>	
<b>Business Operations Supervisor</b>	2
Consultant**	1

## Disclosure Categories

1. ~~1. A designated employee in this category must report All investments, interests in real property, sources of income, and business positions~~ **all interests in real property, as well as investments, business positions and sources of income, including gifts, loans and travel payments.**
2. **A designated employee in this category must report investments in and income, including gifts, loans and travel payments from individuals and entities of the type that supply equipment, materials or services to SCAG.**

**\* Ex-Officio (non-voting) members of the Policy Committees serve in a solely advisory capacity and are not deemed designated officials under the code.**

**\*\* Consultants shall be included in the list of designated employees officials and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:**

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of the disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner as this conflict of interest code.

**EXPLANATIONS OF PROPOSED SUBSTANTIVE AMENDMENTS  
TO THE CONFLICT OF INTEREST CODE  
OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**

1. Addition and designation of members of the TCC, EEC, and CEHD Policy Committees (“Policy Committees”). Pursuant to the SCAG Bylaws, the Policy Committees make policy recommendations to the Regional Council on matters within each respective committee’s jurisdiction.
2. Addition and designation of the “Director of Government and Public Affairs.” Responsibilities of this position include making recommendations to the Regional Council regarding development and implementation of the Regional Council's policies and projects in the areas of public participation, stakeholder partnerships, relationship development, and cooperation and collaboration among contiguous regional planning agencies as well as state and federal agencies.
3. Deletion and redesignation of the “Manager of Finance” position, which is now known as the “Manager of Accounting.”
4. Deletion and redesignation of the “Manager of Government and Public Affairs” position, which is now known as the “Manager of Legislative Affairs.”
5. Deletion of the “Manager of Special Projects” position, which no longer exists as a result of a reorganization decision by the Executive Director approximately two years ago.
6. Deletion and redesignation of the “Supervising Human Resources Officer” position, which is now known as the “Manager of Human Resources.”
7. Addition and designation of the following Manager Positions, as a result of agency reorganizations during the past few years and based on current job classification information provided by the Human Resources division:

- Manager of Human Resources
- Manager of Budgets and Grants
- Manager of Contracts
- Manager of Community Development
- Manager of Environmental Planning
- Manager of Transportation Planning/Programming
- Manager of Communications
- Manager of Legislative Affairs
- Manager of Member Relations
- Manager of Program Development and Evaluation

Manager of Data and GIS  
Manager of Information Technology  
Manager of Modeling

All positions within the agency that have “Manager” in the title are responsible for a division of each department and have responsibilities that include recommending and administering policies and procedures within each department’s policies; developing and recommending the annual division budget; administering the division budget; and overseeing and managing consultant projects and services.

8. Addition and designation of the “Business Operations Supervisor” position. This position is responsible for managing purchases for agency office equipment, furniture and supplies, and other purchases related to facility operations; and for managing consultant service contracts regarding office facilities and records storage and destruction.
9. Addition of disclosure category number 2. This disclosure category is narrowly tailored to apply to the newly added Business Operations Supervisor position.

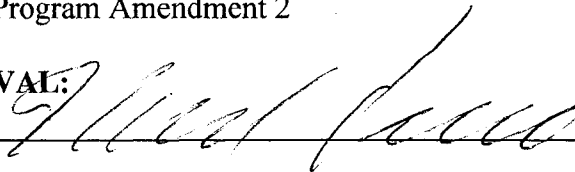
Questions or comments regarding these proposed amendments should be addressed to:

Justine Block, Deputy Legal Counsel  
Southern California Association of Governments  
818 West 7th Street, 12th Floor  
Los Angeles, CA 90017-3435  
(213) 236-1920

# REPORT

**DATE:** November 1, 2007  
**TO:** Administration Committee and Regional Council  
**FROM:** Wayne Moore, CFO, [moore@scag.ca.gov](mailto:moore@scag.ca.gov), 213.236.1804  
**SUBJECT:** FY 07-08 Overall Work Program Amendment 2

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve Resolution # 07-491-1 approving OWP Amendment 2


**BACKGROUND:**

In August, the OWP was administratively amended (Amendment 1) to make adjustments to work elements and to correct errata. Amendment 2 will allow SCAG to fund and continue projects that were not completed in FY 2006-07, adjust carryover estimates for continuing projects, delete projects that were either completed in FY 06-07 and/or reconsidered by SCAG Management, add new subregional projects that were deferred from the July OWP due to funding constraints, adjust the Indirect Overhead Rate to staff budget, and finally, reallocate budget within work programs to better utilize staff and consultant resource.

**FISCAL IMPACT:**

Approval of the Amendment will increase the FY07-08 OWP budget by \$730,046. The funds are available from SCAG's unprogrammed FY07-08 FHWA Planning allocation.

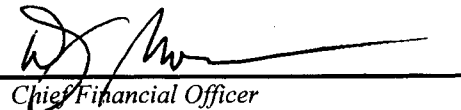
Reviewed by:

  
Division Manager

Reviewed by:

Department Director

Reviewed by:

  
Chief Financial Officer

# REPORT

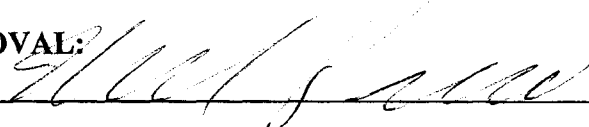
**DATE:** November 1, 2007

**TO:** Administration Committee/Regional Council

**FROM:** Bob Huddy, Program Manager, 213-236-1972, huddy@scag.ca.gov

**SUBJECT:** Arrangements and Sponsorship Solicitation for the SCAG Regional Transit Conference

**EXECUTIVE DIRECTOR'S APPROVAL:**



## RECOMMENDED ACTION:

Authorize Staff to make the necessary financial arrangements with the facilities and solicit sponsorship for the SCAG Regional Transit Conference to be held March 20, 2008 in Los Angeles.

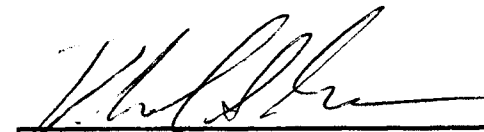
## BACKGROUND:

SCAG is holding a Transit Conference to discuss issues and strategies to improve transit in the region. The conference will focus on supporting the transit policies called for in the Regional Transportation Plan. Transit outreach is identified in the adopted 07-08 OWP in Work Element 08-140 as a staff activity to conduct Public Outreach and Education on the Transit Components of the 2008 RTP. This will fund staff activities in preparation for the Conference. The adopted FY 07-08 OWP identified \$25,000 in General Fund to conduct the Transit Conference event activities, including facilities and food. The estimated costs of the event are \$39,000. The event will charge a registration fee and solicit sponsorships to cover the balance of the estimated costs.

## FISCAL IMPACT:

SCAG has a budget identified for an initial commitment of \$25,000 to cover expenses in the FY 07-08 OWP. SCAG will charge a registration fee and solicit sponsorships to cover the remainder of the estimated costs.

Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

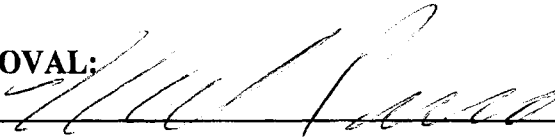
Reviewed by:

  
Chief Financial Officer

# REPORT

**DATE:** November 1, 2007  
**TO:** Administration Committee/Regional Council  
**FROM:** Bob Huddy,  
**SUBJECT:** Authorize Execution of MOU with Metro Gold Line Foothill Extension Construction Authority

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Authorize Executive Director or his designee to execute an MOU with the Metro Gold Line Foothill Extension Construction Authority.

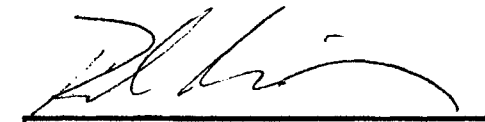
**BACKGROUND:**

SCAG identified \$100,000 in the FY 07-08 OWP for the Gold Line Extension Feasibility Study WE 08-140.SCGC6. The study would encompass analysis of a possible extension of the Gold Line from the current planned terminus in Montclair to a proposed new terminus at the Ontario Airport. SCAG is in the process of amending the OWP to add an additional \$150,000 in CPG funds to be matched by local funds to be provided by the San Bernardino Associated Governments. SCAG is entering into an MOU with the Gold Line Authority to conduct the study and assure consistency and compliance with all required flow through provisions associated with the funding.


**FISCAL IMPACT:**

Funding for the project identified in the proposed MOU is included in the 07-08 OWP, in the amount of \$100,000. The additional \$150,000 in funds required is being requested in the OWP amendment request to Caltrans. SANBAG has committed the match for the additional funds proposed in the amendment.


Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director *by J.H.*

Reviewed by:

  
Chief Financial Officer

# REPORT

**DATE:** November 1st, 2007

**TO:** Administration Committee and Regional Council

**FROM:** Hasan Ikhata, Director of Planning and Policy  
213-236-1944 [ikhata@scag.ca.gov](mailto:ikhata@scag.ca.gov)

**SUBJECT:** International Conference on Hinterland Development and Strategies of the Pyeongtaek Port, Korea

**EXECUTIVE DIRECTOR'S APPROVAL:**

## RECOMMENDED ACTION:

Approve SCAG staff to attend the international conference on "Hinterland Development and Strategies of the Pyeongtaek Port" in Seoul, Korea on November 29<sup>th</sup>, 2007.

## BACKGROUND:

SCAG was invited by Professor Hee Seok Bang, Dean of College of Social Science and Director of the Port Logistics Research Center at Chung-Ang University, to attend the international conference on "Hinterland Development and Strategies of the Pyeongtaek Port" in Seoul, Korea on November 29<sup>th</sup>, 2007.

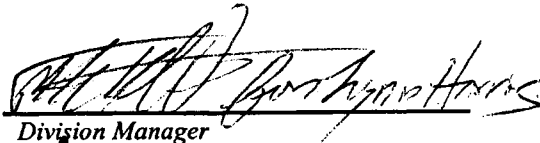
This conference is hosted by the City of Pyeongtaek and organized by the Port Logistics Research Center, Chung-Ang University. The purpose of the conference is to discuss how to develop the City of Pyeongtaek containing the Pyeongtaek Port as a major center of the goods movement.

SCAG is expected to make a presentation on policy and experience of SCAG for the regional planning and development linked with the cargo flow of the Los Angeles/Long Beach Ports at the conference. SCAG is also expected to provide post graduate students with a lecture on goods movement strategies in Southern California at Chung-Ang University.

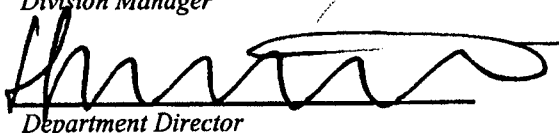
## FISCAL IMPACT:

The City of Pyeongtaek and the Port Logistics Research Center will pay for any travel related expenses.

Reviewed by:

  
Division Manager

Reviewed by:

  
Department Director

Reviewed by:

\_\_\_\_\_  
Chief Financial Officer





CHUNG-ANG UNIVERSITY

Dean  
College of Social Science  
TEL : (02) 815-6400  
FAX : (02) 815-6381

CHUNG-ANG UNIVERSITY  
College of Social Science  
Department of Logistics Management  
100 Chung-Ang University  
Seoul 151-747, Korea

5th October 2007

Mr. Jim Gosnell,  
Deputy Executive Director, SCAG

Dear Mr. Gosnell

This is an official invitation letter for you to visit Korea from 28th November to 4th December and to give a Speech in the conference on 29th November 2007 here in Seoul. The main topic for the conference is "Hinterland Development and Strategies of the Pyungtak Port." I hope you could present on the issues relating to "Guideline of the Regional and Hinterland Development linked with Port Complex( on concentration with lessons to be learned from LA/LB Port) Meantime During your visit I hope you can give 50 mins lecture for our post graduate students about Issues relating "Goods Movement Strategies in Southern California"

I am pleased to inform that we can cover the travel expense during his visit including economy class air ticket from LA to Seoul. I am sure that your visit will be invaluable for not only our students but policy makers both transport and city planner here in Korea.

I must show my many thanks in advance for your cooperation on this matter.

Sincerely yours,

Hee Seok Bang PhD  
Dean, College of Social Science  
Director, Port Logistics Research Center

# MEMO

**DATE:** November 1, 2007  
**TO:** Administration Committee and  
Regional Council  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** Contracts and Purchase Orders between \$5,000 - \$250,000

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## RECOMMENDED ACTION:

Information Only

## BACKGROUND:

### SCAG executed the following Contract(s) between \$5,000 and \$250,000

- Dowling Associates, Inc. \$200,000  
(Collection of traffic speed and volume data for counties within SCAG's region)
- Managing Excellence Consulting Services (MECS) \$179,904  
(Improve linkage between modeling results and emission calculations)
- Economic Research Associates (ERA) \$179,784  
(South Bay Compass Blue Print Market Feasibility Study)
- Caliper Corporation \$130,000  
(Ongoing TransCAD modeling software support and review of SCAG's Regional Travel Demand Model to determine the needs for additional TransCAD software modifications)
- Bob Murray and Associates, Ralph Anderson and associates, Waters Consulting Group, Inc. \$130,000  
(Executive Search Service )

### SCAG executed the following Purchase Order(s) between \$5,000 and \$250,000

- Congressional Quarterly \$8,487  
(Annual subscription of Congressional Quarterly Online Service for FY07/08)
- Photo Center Imaging \$7,488  
(Production and installation of hallway photos & conference material)
- Dell Marketing \$6,957  
(Computers for staff to support RCP & RTP work)
- Office Depot Business Services \$5,100  
(14 Conference chairs and marker board and installation)

# MEMO

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## FISCAL IMPACT:

None. Funding is available.

Reviewed by:

  
Division Manager

Reviewed by:

  
Chief Financial Officer

## **CONSULTANT CONTRACT**

**Contractor:** Dowling Associates, Inc.

**Scope:**

The purpose of this study is to continue the collection of the speed and volume data within the SCAG Region. The speed data will be used to develop a region-wide inventory of speeds to estimate average speeds for model validation purposes. The contractor will also develop and test new volume delay functions for both arterials and freeways. In addition, the contractor will evaluate model truck speeds and develop a post processing methodology to refine the speed forecasts for heavy-duty trucks.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$200,000</b>
	Dowling Associates (prime)	\$149,789
	Berkeley Transportation Systems ( subcontractor)	\$12,412
	Sierra Research (subcontractor)	\$10,985
	Carter & Burgess (subcontractor)	\$26,814

**Contract Period:** August 1, 2007 through June 30, 2008

**Work Element:** 07-070.SCGC07    \$200,000    Funding Sources: Consolidated Planning Grant – FHWA & TDA

**Request for Proposal:** SCAG staff notified 218 pre-qualified firms of the release of RFP No. 07-041. The RFP was also advertised on Lawley Publications' website, the American Planning Association's website, and posted on SCAG's bid management system. A total of 30 firms downloaded the RFP. The following proposal was received in response to the solicitation:

Dowling and Associates	\$200,000
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**Selection Process:** The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Michael Ainsworth, Program Manager –Subregional Modeling,  
SCAG  
Dimitris Poulakidas, Program Manager - Data/GIS Management,  
SCAG  
Ying Wang, Senior Transportation Analyst, OCTA

Manish Patel, Database Architect, City of Los Angeles Department of Transportation Bureau of Information Systems  
Tony Van Haagen, Senior Transportation Planner, Caltrans

**Basis for Selection:**

The PRC recommends Dowling Associates for the contract award because of the firm's experience in performing similar assignments and Dowling Associates' commitment to fulfill the expectations set forth in the Scope of Work. Dowling Associates will complete the demanding work tasks within a very limited budget and have committed to complete the project by June 30, 2008.

The Dowling Associates' proposal demonstrates an excellent project understanding and addresses all tasks in the RFP. The project team has excellent experience and knowledge in all aspects of this project. The Scope of Work is very comprehensive. The data collection, data analysis, and model speed development task descriptions are thoroughly explained. Dr. Dowling is very knowledgeable and has extensive experience developing model speed functions. The proposal does a very good job of explaining the process used to develop the new speed functions and the model validation process to test the new speed functions.

Dowling Associates is a planning research firm specializing in highway capacity analysis, speed measurement and estimation, and travel demand modeling. Dr. Dowling is a nationally recognized expert in transportation modeling, modeling travel speeds, and is currently the Chairman of the Transportation Research Board Committee on Highway Capacity and Quality of Service. Dr. Dowling wrote NCHRP 387, Planning Techniques for Estimating Speed and Level of Service. He is also the author of several papers on improving the speed estimates produced by travel models.

Dowling Associates completed Phase One of the Arterial Speed Study in Year 2005. The purpose of the Phase One Study was to develop the methodology to gather arterial speed data, perform speed surveys to begin assembling the arterial speed data base, and to estimate new model speed functions. The Contractor successfully completed the project within the schedule and budget. The deliverables and Final Report were outstanding. Dr. Dowling provided additional assistance to SCAG by estimating a freeway model speed function which was work beyond the contracted scope of services. The new model speed functions were successfully applied in the Year 2003 Model Validation and will be used in the upcoming RTP 2008 analysis.

## **CONSULTANT CONTRACT**

**Consultant:** Managing Excellence Consulting Services (MECS)

**Scope:** SCAG maintains and applies the Regional Transportation Demand Model to support the Region's various plans, programs, and major projects. The Model provides an analytic tool for examining future mobility issues and determining the resulting air quality impacts. The SCAG's Regional Model covers the entire SCAG Region which encompasses 6 counties, 56 Regional Statistical Area (RSA), 302 Community Statistical Area (CSA), and 4109 Traffic Analysis Zones (TAZ). SCAG has recently completed the calibration and validation of a new Regional Travel Demand Model and is currently in the process of updating the Heavy Duty Truck Model. SCAG is also working on a Sketch Plan Model and a Weekend Travel Demand Model. When completed, these models will provide SCAG with sophisticated tools to forecast auto and truck travel in SCAG region.

SCAG's previous Regional Model was based on the Tranplan software package and ran under a mainframe computer environment (UNIX). As part of SCAG's Model Improvement Project, the new Regional Model was developed using a new modeling software (TransCAD) on the PC platform. The primary purpose of the Linux and Software Application Support Project is to migrate existing modeling programs and datasets from Unix to the PC system. SCAG is required to archive all modeling results for seven years in case of legal challenge. Previous RTP, RTIP, and AQMP model runs need to be transferred from UNIX to the new PC system. The contractor will design a new library system, develop procedures to facilitate the data transfer, and assist in migrating the data and programs to the PC system. In addition, new programs are needed to link the various modeling components and optimize the model's operation under the PC environment. The contractor will also provide on-call programming and technical support to Modeling Staff.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$179,904</b>
	Managing Excellence Consulting Services	\$179,904

**Contract Period:** September 13, 2007 through September 13, 2010

<b>Work Element:</b>	08-070.SCGC06	\$59,968	Funding Sources: Consolidated Planning Grant – FHWA & FTA
	08-070.SCGC06	\$59,968	Funding Source: Consolidated Planning Grant – subject to approval of SCAG's FY 08-09

08-070.SCGC06	\$59,968	budget Funding Source: Consolidated Planning Grant – subject to approval of SCAG’s FY 09-10 budget
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**Request for Proposal:** SCAG staff notified 257 pre-qualified firms of the release of RFP No. 06-050. The RFP was also advertised on Lawley Publications’ website, the Planning Magazine’s website, and posted on SCAG’s bid management system. A total of 19 firms downloaded the RFP. The following four proposals were received in response to the solicitation:

Managing Excellence Consulting Services	\$179,904
Civic Resource Group	\$177,767

**Selection Process:** The Proposal Review Committee (PRC) evaluated all two proposals in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations. Interviews were held with both offerors.

The PRC was comprised of the following individuals:

Teresa Wang, Program Manager, SCAG  
 Tony Van Hagan, Senior Transportation Planner, Caltrans Dist. 7  
 Mike Ainsworth, Program Manager, SCAG  
 Guoxiong Huang, Program Manager, SCAG

**Basis for Selection:** The Proposal Review Committee recommends Managing Excellence Consulting Services (MECS) for the contract award because of the firm’s qualifications to fulfill the requirements of the project. MECS has provided UNIX system maintenance, technical assistance, and programming support to SCAG for the past fourteen years. They are very knowledgeable in UNIX and PC systems. They have previous experience migrating databases from UNIX to PC platform for OCTA. MECS is committed to performing the Linex and Programming project and successfully completing all work tasks by June 30, 2010.

MECS is very familiar with SCAG’s Transportation Model including TRANPLAN and TransCad softwares. They are skillful and proficient in the computer languages used by SCAG. They have developed many computer programs and scripts for creating reports and analyzing modeling results. MECS has successfully automated most of the manual operations required to complete a model run and

summarize the modeling outputs. MECS has also helped SCAG to streamline the emission calculation process by linking modeling results with ARB's EMFAC program. The automated process has saved considerable staff time and avoided unnecessary manual mistakes.

MECS has provided the Modeling Section with excellent hardware and software support over the past fourteen years on a 24 hour on-call basis. They have provided excellent hardware/software support for previous RTP, RTIP, and AQMP modeling efforts. They have an excellent understanding of the issues and technical challenges facing SCAG's Modeling Section. MECS reaffirmed their commitment to provide continued outstanding modeling support if selected.

Civic Resource Group has significant expertise in general computing and web based applications, however they have no experience with modeling softwares. Considerable time and effort would be required to learn SCAG's modeling system, understand the model software's inputs/outputs, and gain knowledge of the linkages between the various modeling components.



## **CONSULTANT CONTRACT**

**Consultant:** Economic Research Associates (ERA)

**Scope:** The South Bay Compass Blueprint Market Feasibility Study is intended to develop a market study and pro forma financial feasibility analysis for 4 areas in the South Bay Cities subregion.

Before adopting land use policies that would encourage greater density, South Bay decision makers want to understand the market performance and demand forecast for areas representative of the South Bay and the financial feasibility of projects that respond to that demand. SBCCOG is also interested in the effect of a constrained market area on demand forecasts and hypothetical development scenarios.

The research shall assess the current market conditions in each of 4 study areas. This will be followed by forecasting the demand for residential, retail, and office in each of the 4 study areas and, based on that demand assessment, propose hypothetical development scenarios for each study area, with alternative scenarios should be developed based on the assumption of a constrained market area of two or three miles. Finally, the financial pro forma analyses shall be applied to each hypothetical development scenario in order to determine the feasibility of each project and the density, parking and other public concessions that might be required to ensure feasibility.

<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$179,784</b>
	Economic Research Associates	\$179,784

**Contract Period:** October 1, 2007 through June 30, 2008

<b>Work Element:</b>	08-065.SBCC1	\$179,784	Funding Sources: FTA 5303 Funds
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**Request for Proposal:** SCAG staff notified 379 pre-qualified firms on SCAG's bidders list to notify them of the release of RFP No. 08-005. The RFP was also advertised on Lawley Publications' website, the Planning Magazine's website, and posted on SCAG's website. SCAG received the following 7 proposals in response to the solicitation:

Economic Research Associates	\$179,784
Market Pointe Realty Advisors	\$153,700
Economic Planning Systems	\$184,500
Robert Charles Lesser & Co	\$182,488
PMC	\$180,590
The Planning Center	\$184,987
Rosenow Spevacek Group, Inc.	\$181,950

**Selection Process:**

The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Jacki Bacharach, Executive Director, SBCCOG  
Kim Fuentes, Deputy Executive Director, SBCCOG  
Walter Siembab, Principal, Siembab Planning Associates  
Pria Hidisyan, Associate Regional Planner, SCAG  
Charles Felix,  
Richard Thompson,  
Dianna Watson,

**Basis for Selection:**

The PRC recommends Economic Research Associates (ERA) for the contract award because of the firm's strong qualifications to fulfill the requirements of the project. The ERA team is highly experienced, with strong academic and professional backgrounds. The PRC felt that the ERA team's expertise in financial and market analysis was particularly notable.

The PRC was impressed with ERA's approach to analyzing land use and future growth trends upon which they propose to conduct a sophisticated and comprehensive future demand and development program. The financial and fiscal analysis proposed by ERA was clear and comprehensive. ERA demonstrated that they understood the subregion's needs and had performed comparable studies in and around the South Bay. ERA also expressed a clear willingness for working closely with SBCCOG and its Livable Communities working group to provide pertinent updates and share its analytical approach in conducting the work.

## **CONSULTANT CONTRACT**

**Consultant:** Caliper Corporation

**Scope:** The objective of this project is to obtain on-going TransCAD modeling software support. Standard commercial transportation modeling software is typically designed for general purpose modeling operations. SCAG's Regional Travel Demand Model is one of the most sophisticated, advanced, and complex model in the nation. There is a need to improve the current TransCAD software so that it can run SCAG's new Travel Demand Model model smoothly and more efficiently. In addition, SCAG modeling staff will need to attend additional TransCAD and GISDK training in order to use and improve the new model.

The Contractor will conduct a thorough review of the SCAG's Regional Travel Demand Model to determine the needs for additional TransCAD software modifications and to convert the Regional Model to the TransCAD 5.0 platform. The main task of this project is to perform TransCAD software customizations, including a) the creation of model files for use in planning and air quality analysis; b) implementation of the soon to be completed Heavy Duty Truck (HDT) model; c) modification of TransCAD source program to implement HDT PCE methodology which takes into account the vehicle composition, roadway grade and length, and congestion level of the link; and d) implementation of toll methodologies for autos and trucks involving multiple pricing strategies. Other potential features include improvements in reporting, graphic display, TransModeler interface, Master Networks, and transit network tools. The Contractor will also assist SCAG in TransCAD model implementation and GISDK programming.

**Contract Amount:** **Total not to exceed** **\$130,000**  
Caliper Corporation

**Contract Period:** August 13, 2007 through June 30, 2008

**Work Element:** 08-070.SCGC01 \$130,000 Funding Sources: Consolidated  
Planning Grant – FTA and TDA

**Request for Proposal:** SCAG staff notified 721 pre-qualified firms of the release of RFP No. 07-086-C1. The RFP was advertised on SCAG's bid management system. A total of 16 firms downloaded the RFP. The

following proposal was received in response to the solicitation:

Caliper Corporation (no subcontractors)

\$130,000

**Selection Process:**

The Proposal Review Committee (PRC) evaluated the proposal submitted in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.

The PRC was comprised of the following individuals:

Tony Van Haagen, Senior Transportation Planner, Caltrans  
His-Hwa Hu, Transportation Modeler III, SCAG  
Guoxiong Huang, Program Manager, SCAG  
Michael Ainsworth, Program Manager, SCAG

**Basis for Selection:**

The PRC recommends Caliper Corporation for the contract award because the firm's previous experience in performing similar model development projects, expertise using the TransCAD Modeling Software, and knowledge of SCAG's Regional Model. Caliper's proposal demonstrated an excellent project understanding. Caliper will complete the demanding tasks within the limited budget and has committed to deliver all specified products by June 30, 2008.

Caliper is the developer of the TransCAD modeling software system used by SCAG for the new Regional Model. It is the only consultant with knowledge and experience using SCAG's new Regional Model. Caliper has the best programming expertise using TransCAD software needed to modify the model setup and customize the software to meet SCAG's needs. The project manager assigned to this project is experienced in performing similar tasks. The manager also demonstrated a good understanding of the key project objectives including easy to use/understand, quick model turn-around times, consistent modeling results, and excellent reporting capabilities.

## **CONSULTANT CONTRACTS**

- Scope:** The contract resulting from RFP 07-060 is intended to establish a pre-qualified list of Executive Search Service vendors to provide Executive Search services for all executive management recruitment efforts during the next two years. When the need arises to initiate an executive management recruitment, each pre-qualified firm will be contacted to obtain a proposal that includes cost, timeline and availability to commence the search. A firm will be chosen from pre-qualified list after a proposal is submitted and accepted.
- Contract Amount:** **Total not to exceed \$130,000 for all vendors combined**
- Contract Period:** March 13, 2007 through June 30, 2008
- Work Element:**
- |              |          |   |
|--------------|----------|---|
| 07-830.SCGS1 | \$65,000 | Funding Sources: Salary savings from vacant position or HR Consulting Budget, depending on position |
| 07-810.SCGS1 | \$65,000 | Funding Sources: Indirect Overhead  |
- Request for Proposal:** SCAG staff mailed postcards to 64 consulting firms on SCAG's bidders list to notify them of the release of RFP No. 07-060. The RFP was also posted on SCAG's web site and advertised in the California State Contracts Register. SCAG received the following 3 proposals in response to the solicitation:
- Bob Murray and Associates  
Ralph Anderson and associates  
Waters Consulting Group, Inc.
- Selection Process:** The Proposal Review Committee (PRC) evaluated the proposal in accordance with the criteria set forth in the RFP, and the selection process was conducted in a manner consistent with all applicable Federal and State contracting regulations.
- The PRC was comprised of the following individuals:
- Debbie Dillon, Human Resources Manager/Project Manager, SCAG  
Hon. Toni Young, Personnel Committee Member  
Rose Casey, Regional Planning, District 7, CalTrans
- Basis for Selection:** The proposals were scored by all three PRC members based on proposal information, organization, content, and technical proposal qualifications.

All three respondents met the criteria set forth in the requirements for the proposal. Each brings a strong background in performing Executive Search Services for similar organizations and jobs. Therefore, all three firms were qualified to the bench to provide Executive Search services.

When the need arises to initiate an executive management recruitment, SGAG staff will either compete the recruitment between 2 or more of the firms (i.e. obtain a proposal that includes cost, timeline and availability to commence the search); or staff will select one of the firms to conduct the recruitment based upon the firm's availability, experience and expertise with similar recruitments.

# MEMO

**DATE:** November 1, 2007

**TO:** Administration Committee

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** CFO Monthly Report

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## **Accounting:**

The annual financial audit by Vasquez & Co., LLP is in progress with field work scheduled to complete by October 20, 2007. The auditors met with and reported their progress to the Audit Committee on October 11, 2007. Staff continues to respond to all auditor requests in a timely fashion. Vasquez expects to issue a draft financial report by October 31, 2007.

Additional procedures were implemented to ensure the timely submission of payroll to ADP (SCAG's payroll processor). Also, data tracking procedures are now in place to provide performance measurement statistics on SCAG's outgoing payment processing cycle. These statistics will initially be used to develop benchmarks for acceptable and later ideal standards.

We received an updated actuarial valuation for fiscal years 2007/08 to complete the requirements for establishing an account in CalPers California Employer's Retiree Benefit Trust for retiree healthcare programs. We have also requested an updated actuarial study for SCAG's supplemental defined benefit retirement plan from the Public Agency Retirement System. This is the first step toward funding that liability with a purchased annuity.

## **Business Operations:**

Business Operations staff has been supporting the planning, preparation and on site production for the RTP workshops being held through out the region including by video conferencing from the Riverside office.

Temporary office space for Joe Burton, Chief Legal Counsel, was completed and meetings were initiated with the Architect to develop plans to build out office space on the 11<sup>th</sup> floor for the Director of Information Systems.

Clearing storage areas and unoccupied cubicles on the 11<sup>th</sup> floor continued in preparation for their upcoming staff relocations.

# MEMO

## Budget and Grants

The Budget and Grants Division completed the first quarter progress reports with input from agency staff and the sub region staff. The results were used to support CPG Amendment number 2 recommendations. Budget staff also prepared a Fiscal Year 2007/08 budget presentation framework for review by the Regional Council.

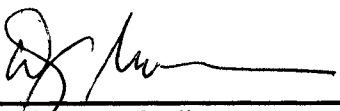
The final changes to the Consolidated Budget Development System were also completed and the system is ready for rollout to staff for initiating the FY08-09 budget development process.

Grants staff has identified two new grant opportunities that are under review by agency staff. One sponsored by the Center for Disease Control and the Agency for Toxic Substances and Disease Registry provides funding support for conferences related to environmental health topics. The other grant sponsored by the Federal Emergency Management Agency funds multi-jurisdictional, multi-hazard mitigation planning.

## Contracts:

During the month of September, the contracts department awarded 2 contracts, issued 12 contract amendments, and issued 7 Requests for Proposals (RFP's). Contracts staff also revised the invoicing instructions on all contracts to require all invoices for payments to be submitted directly to Accounts Payable. This was done to eliminate any ambiguity in the current contract language regarding submittals and approval of invoices. Staff was also notified to immediately forward any invoices sent to them to Accounts Payable for processing.

Submitted by:

  
\_\_\_\_\_  
Chief Financial Officer

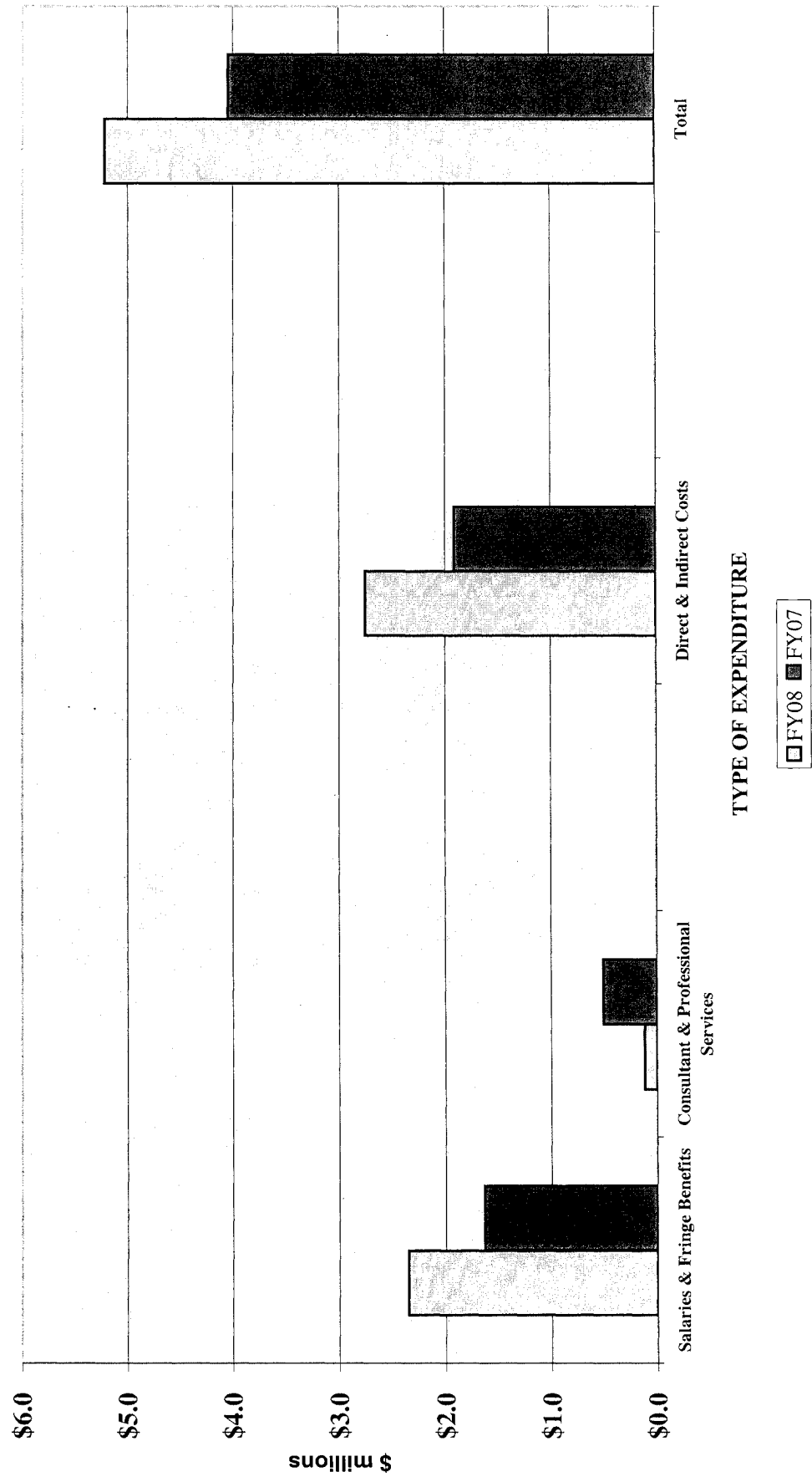


# Southern California Association of Governments

Budget vs. Actual  
Expenditures and Encumbrances  
Three Months Ended September 30, 2007  
75% of Year Remaining

	A	B	C	D	E	F	G	H	I	J	K	L
		Program	Adopted Budget	Approved Changes	Pending Changes	Forecast Budget	Expenditures	Encumbrances	Budget Balance	% Budget Remaining	July - Sep 2006 Expenditures	Program
1												
2	Salaries & Fringe Benefits	CPG	9,663,155	32,775		9,695,930	2,322,884		7,373,046	76%	1,559,143	CPG
3		GF	48,083	-		48,083	2,123		45,960	96%	6,727	GF
4		Other	329,838	-		329,838	24,594		305,244	93%	63,237	Other
5		Total	10,041,076	32,775	-	10,073,851	2,349,601		7,724,250	77%	1,629,107	Total
6	Consultant & Professional Services	CPG	10,990,028	(2,999)		10,987,029	99,562	6,981,873	3,905,594	36%	268,032	CPG
7		GF	520,000	-		520,000	17,302	313,333	189,365	36%	-	GF
8		Other	1,531,303	-		1,531,303		1,123,574	407,729	27%	236,187	Other
9		Total	13,041,331	(2,999)	-	13,038,332	116,864	8,418,780	4,502,688	35%	504,219	Total
10	Subregion Consultants & Staff	CPG	3,405,583	250,000		3,655,583		2,968,684	686,899	19%	-	CPG
11		Total	3,405,583	250,000	-	3,655,583		2,968,684	686,899	19%	-	Total
12	Direct & Indirect Costs	CPG	11,769,782	43,909		11,813,691	2,628,573	201,003	8,984,115	76%	1,796,676	CPG
13		GF	989,071	-		989,071	93,962	47,344	847,765	86%	46,139	GF
14		Other	361,136	-		361,136	26,611		334,525	93%	68,005	Other
15		Total	13,119,989	43,909	-	13,163,898	2,749,146	248,347	10,166,405	77%	1,910,820	Total
16	All Other (Match)	CPG	3,598,257	(25,206)		3,573,051			3,573,051	100%	-	CPG
17		Other	342,079	-		342,079			342,079	100%	-	Other
18		Total	3,940,336	(25,206)	-	3,915,130			3,915,130	100%	-	Total
19		CPG	39,426,805	298,479		39,725,284	5,051,019	10,151,560	24,522,705	62%	3,623,851	CPG
20	Total	GF	1,557,154			1,557,154	113,387	360,677	1,083,090	70%	52,866	GF
21		Other	2,564,356			2,564,356	51,205	1,123,574	1,389,577	54%	367,429	Other
22		Total	43,548,315	298,479	-	43,846,794	5,215,611	11,635,811	26,995,372	62%	4,044,146	Total
23									-			
24		OWP	41,991,603	298,479		42,290,082	5,102,225	11,275,134	25,912,723	61%	3,991,279	OWP

**SCAG  
COMPARISON OF EXPENDITURES  
THREE MONTHS ENDED SEPTEMBER 30  
FY08 vs FY07**



# MEMO

**DATE:** November 1, 2007  
**TO:** Administration Committee  
**FROM:** Wayne Moore, Chief Financial Officer, 213-236-1804  
**SUBJECT:** Reactivate Contracts Committee

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## RECOMMENDED ACTION:

Re-establish the Contracts Committee to provide staff with policy direction on increasing competition for SCAG's contracting opportunities.

## BACKGROUND:

As part of our ongoing strategy to increase competition staff has implemented the following actions:

- Attended various tradeshow and professional association meetings to register new potential suppliers into SCAG's bid notification system;
- Removed the contract budget information from the Request for Proposal (RFP) or provided a broad budget estimate range in the RFP;
- Planned a vendor registration drive during the March 2008 SCAG Transit Summit, and
- Researched the possibility of bundling smaller dollar contracts with related work scopes. This includes combining contracts that were previously divided into phases.

However, situations continue to arise where a very limited number of consultants respond to RFP's.

Staff believes re-establishing the Contracts Committee will provide the necessary policy guidance and create a vital source of new ideas and innovative approaches to attracting new suppliers thereby increasing interest in and competition for SCAG work.


We look forward to aggressively pursuing additional approaches to increasing competition on future SCAG contracts.

**FISCAL IMPACT: None.**

Reviewed by:

\_\_\_\_\_  
*Division Manager*

Reviewed by:

  
\_\_\_\_\_  
*Chief Financial Officer*